**CURRICULUM VITAE**

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| **MRS. PURNIMA SHARMA**  H.NO. 19, POCKET 6-I, SECTOR –2,  ROHINI, DELHI 110085.  **Mobile No. 9899469725** |  |

**CAREER OBJECTIVE: -**

My career objective is to be dedicating myself for organization’s growth and development with the help of knowledge and skills acquired during my professional career.

* **PROFESSIONAL QUALIFICATIONS: -**

**1999-2000** **:** Completed Secretarial Practice from **YMCA**, New Delhi & got 72%

**Contents**

* Stenographic Skills
* Business English Communication & Business Correspondence
* Computer Application & Corporate Management

**Accounting Package: Tally 7.2, 6.3 and 5.4 from F-Tech, New Delhi**

* **ACADEMIC QUALIFICATION: -**

**2000-2003** : B.Com (Pass) from Delhi University through correspondence.

**1999-2000** : XIIth Passed from CBSE, New Delhi with Ist Division.

* **WORKING EXPERIENCE: -**

**2001-2002** : Worked as a Steno cum Computer Operator in **NCERT** for 3 months.

**2003-2004** : Worked as a Personal Secretary to CGM in **BSNL** for 3 months.

**Job responsibility includes:-** Attending telephone calls, secretarial

assistance and office administration etc.

**2004-2007** : Worked as an Office Assistant in **Valdel Engineers**

**& Constructors Pvt. Ltd**.

**Company Profile:-**

[**vec**](http://www.valdelec.com/html/about_history.html) is an Indo-American joint venture with S&B Engineers and Constructors Ltd., offers a comprehensive range of services in engineering, procurement, construction and project management consultation etc.

**Job responsibility includes:-**

* Taking shorthand dictations, drafting, typing of official letters, other correspondence and arranging dispatch with full maintenance of records.
* Worked in “Tally System” as well as in “Excel” while preparation of cash & bank report, preparing bank reconciliation, ledger & all other finance & account related matters.
* Handling reception work covering receiving telephones, guests & taking appropriate action as per requirement.
* Administrative works covering running of pantry, maintain stock for stationery, arranging travel & accommodation for executive as well as headquarter personnel.

**2007-2010** : Worked as a Proposal Co-ordinator (Pipeline Div.) in **Multitex Filtration Engineers Ltd.**

**Company Profile:-**

**MFEL -** An **ISO 9001: 2000 & ASME “U” STAMPED** Certified Company Manufacturer of **Oil, Gas & Power Sector Gas Conditioning, Metering, Regulating, Water Bath Heater, All Type of Filters, Strainers, Flow Tee, Barred Tee, Separator, Pig Launcher & Receiver, QOC, Heat Exchanger, Chimney & Pressure Vessel** for **GAIL, EIL, BHEL, IOCL, BPCL, TECHNIP, HPCL, OIL, NATCO, LINDE, L&T, ONGC, PUNJ LLOYED, ALSTOM, PETROFAC & UOP Etc.**

**Job responsibility includes:-**

* Interface with Technical Engineers for Technical offer.
* Interface with Marketing : For commercial issues like % of packing & forwarding , excise duty, sales tax , insurance, octroi , entry tax , third part inspection charges & TPI , payment terms, delivery terms, performance bank guarantee etc.
* Interface with commercial & factory for freight & IBR charges etc.
* Participation in etenders for ebidding.
* Preparation of status of outstanding enquiry status & offers submitted.

**2011 To 2014** : Presently working as Assistant cum Proposal Co-ordinator to **M.D**

in **Mas Equipments Pvt. Ltd.**

**Company Profile:-**

**MEPL** is a manufacturer of **Steel Processing Machinery**. Further in conglomeration with its associate companies Jyoti Engineers Pvt. Ltd. and Jyoti Industries have grown to a Multi-product, Design Engineering, Manufacturing and Contracting organization.

**Job responsibility includes:-**

* Handle all secretarial related works like shorthand, typing computer work, memo’s, internet & filling etc.
* Prepare proposal, offers & quotation for customer & order, enquiries for vendor.
* Making packing list against dispatch & Inspection report etc.
* Prepare production schedule (priority list).

**2014 To Till Date** : Presently working as Sales Co-ordinator in **Paras Lubricants Ltd.**

**Job responsibility includes:-**

* Glance and review target v/s sales achieved during all quarter, 2015
* Upto date outstanding records of individual dealers of your area & collection plan.
* Sales Target with plan of achievement monthwise/dealerwise.
* **PERSONAL PROFILE: -**

Husband Name : Mr. Vinod Prakash Sharma

Date of Birth : 17.12.1981

If I will be given a chance to serve, I assure you that it be my endeavor to the diligent towards my duties and to serve the organization to the best of my knowledge.

Place: New Delhi

Date:

**(Purnima Sharma)**